

NOTICE

OCT 23 1951

STATINT

SUBJECT: Classified Security Information

The President has issued an Executive Order establishing minimum standards for the classification, transmission and handling of classified information in the Executive Branch of the Government.

Copies of this Executive Order will be distributed at an early date. While by necessity the CIA Security Regulations require standards generally higher than those prescribed therein, I desire to bring to the attention of every employee that the principles and intent of this Order must be faithfully carried out.

Certain modifications in our procedures will be required and will be incorporated in changes in our Regulations. The most important of these changes are:

- (1) The designation or marking of "SECURITY INFORMATION" which must be applied to all documents or material the safeguarding of which is necessary in the interest of national security.
- (2) More precise measures to insure that administrative information of the Central Intelligence Agency which does not indicate intelligence sources and methods is not designated as "SECURITY INFORMATION".
- (3) Stricter control by all senior officials to avoid overclassification and to insure prompt declassification when appropriate.

The CIA Security Officer, through the Deputy Director (Administration), has been instructed to control and guide all concerned in the implementation of this program throughout the Agency, to make a survey of the classification and declassification procedure now in effect, and to prepare necessary changes in regulations and procedures.

SIGNED

WALTER B. SMITH  
Director

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